

<b>Maricopa County Policies and Procedures</b>	<b>Subject:</b> Department Safety Committees and the Safety Policy Awards	<b>Number:</b> A2212 <b>Issue Date:</b> 11/91
<b>Approved: Roy Pederson</b>	<b>Initiating Department:</b> Risk Management	

## A. Purpose

To establish the criteria for Department Safety Committees and the Safety Policy Board.

To establish work-related injury and accident procedures which are applicable to all personnel subject to the County Merit System Rules.

## B. Policy

### Applicability

Elected officials who have established their own Merit Rules are requested to follow these procedures, except where there is conflict in operating procedures. Rules and operating procedures notwithstanding, elected officials and department directors must comply with any and all reporting requirements established by law.

As a general guideline, elected officials and department directors should report:

- Any work-related injury requiring medical treatment or lost work days.
- Any accident, no matter how minor, which involves a County-owned vehicle.

### Agency/Department Safety Committee

Each elected official or department director shall appoint an agency or departmental Safety Committee which will hold regular meetings in order to:

- Establish, maintain, and monitor the agency or departmental loss control program, including the training of personnel.
- Carefully investigate all accidents and report committee recommendations to the elected official or department director.
- Make regular inspections of all agency or departmental functions to detect unsafe practices, defective equipment, or hazardous physical conditions and recommend remedial action to the elected official or department director.

### Safety Policy Board

The County Manager shall annually appoint a Safety Policy Board which shall meet as often as required, but not less than once each quarter, to serve as an advisory agency to County management concerning all safety matters. This advice will include recommendations for County compliance with applicable O.S.H.A. and State and Federal Safety Rules and Regulations as they apply to all employees and the public.

The Safety Policy Board shall also review and take appropriate action on all fatal accidents, serious accidents involving unusual circumstances, or any other accident referred to it by an elected official or department director who requests assistance in determination of cause and/or corrective action.

## C. Authority and Responsibility

The Department Safety Committee has the responsibility to meet monthly to review all accidents for the purpose of determining whether or not it was preventable, and if preventable, to recommend corrective action. Safety Committees will use the Guidelines for Safety Committee Findings and Recommendations below for assistance in decisions as to findings and recommendations.

Elected officials and department directors will evaluate the Safety Committee's recommendation and decide on appropriate action.

All employees are responsible for completely cooperating and providing absolutely accurate and truthful information to the Department Safety Committee or the Safety Policy Board.

#### **D. Procedures**

1. After review of an accident case involving a County employee, Departmental Safety Committees should make a determination as to whether the accident was preventable or non-preventable, and cause such determination to be filed in the employee's permanent record. Additionally, Department Safety Committees should make recommendations to the elected official or department director using the following as guidelines.
  - a. No administrative or disciplinary action is recommended when the employee involved in the accident is not considered to have contributed to the cause.
  - b. No disciplinary action to be taken against the employee; however, administrative action is recommended to cause:
    - The employee to be examined by a Maricopa County physician (or medical agency under contract with the County) for reverification of physical qualification(s) for current job assignment.
    - The employee to be re-examined for validity to retain current State Vehicle Operator's License, and/or County Vehicle Use Permit.
    - The revision of work procedures to prevent recurrence of similar accidents.
    - The repair, replacement, or modification of hazardous equipment or conditions to prevent recurrence of similar accidents.
  - c. In some instances, Department Safety Committees may wish to recommend appropriate disciplinary action. However, the elected official or department director will make the final determination as to appropriate disciplinary action to be taken. Standard disciplinary behavior as outlined in the Personnel Policies and Procedures Manual include:
    - Oral reprimand to be administered by the elected official or department director.
    - Written reprimand to be administered by the elected official or department director, and copy of the reprimand to be placed in the employee's personnel record.
    - Termination of employee's work status.
  - d. Other options available to elected officials or department directors may include, but are not limited to:
    - Suspension of employee, without pay, for a period of one to thirty (1-30) days as determined by the elected official or department director.
    - A reduction in pay to be administered by the elected official or department director.

- Require employees to attend the National Safety Council Defensive Driver Course or other Safety related course(s) at their own expense and on their own time.
  - Job reclassification, retraining, or reassignment to a position in which the employee is considered qualified to efficiently perform.
  - Require employee to pay all damages caused to a County vehicle or other County property per Administrative Policy A2206.
2. The elected official or department director will make a final determination and take final action on routine and non-fatal accidents. If there was a fatality involved in the accident or the accident was major and/or involved unusual circumstances, the elected official or department director must forward recommendations to the Safety Policy Board (via the County Manager) for review and further investigation.
  3. If the elected official or department director determines that an employee should pay for damages to County property or should be terminated for cause, appropriate recommendations should be made to the proper authority for final decision.
  4. The Safety Policy Board will review those accidents referred to the Board and make appropriate recommendations for final action to the elected official or department director and County Manager.
  5. Any disciplinary action against a Merit System covered County employee shall be in accordance with the appropriate Merit System Rules.